Cafe Startup Checklist

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# Tasks:

☐ **Starting a Cafe**

☐ **Consider a cafe franchise.**

☐ **Learn how to run a cafe business.**

☐ **Obtain the necessary business licenses.**

☐ **Put together a business plan.**

☐ **Set up a business bank account with your local bank.**

☐ **Keep your coffee business and personal finances separate.**

☐ **Arrange a meeting with an accountant to discuss tax strategies and ways to maximize your business tax deductions.**

☐ **File your business name with the county clerk.**

☐ **Meet with an insurance agent to discuss insurance you may need for your cafe.**

☐ **Find a suitable business location.**

☐ **Acquire equipment.**

☐ **Set up your business phone system.**

☐ **Find a coffee bean supplier.**

☐ **Get a website.**

☐ **Cafe Marketing**

☐ **Order business cards.**

☐ **Advertise in your local yellow pages.**

☐ **Place ads in newspapers and neighborhood mailers.**

☐ **Send a press release or "letter" to your local paper announcing the grand opening of your new business.**

☐ **Hold an event and tie it in with your grand opening.**

☐ **Offer coupons in neighborhood mailers or local newspapers to attract new customers.**